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OFFICE OF THE
BOARD OF COMMISSIONERS OF COOK COUNTY

118 NORTH CLARK STREET #567
CHICAGO, ILLINOIS 60602
(312) 603-6398
www.cookcountygov.com/secretary

TONI PRECKWINKLE
PRESIDENT

MATTHEW B. DELEON
SECRETARY TO THE BOARD

APRIL 26, 2011

NOTICE

There will be a meeting of the **Technology Committee** of the Board of Commissioners of Cook County on Monday, May 2, 2011 at the hour of 2:30 P.M. in the Board Room, Room 569, County Building, 118 North Clark Street, Chicago, Illinois to consider the following:

312343 COOK COUNTY INFORMATION TECHNOLOGY GOVERNANCE AND PROGRAM MANAGEMENT (PROPOSED ORDINANCE). Submitting a Proposed Ordinance sponsored by Toni Preckwinkle, President and John A. Fritchey, County Commissioner.

PROPOSED ORDINANCE

**COOK COUNTY INFORMATION TECHNOLOGY GOVERNANCE
AND PROGRAM MANAGEMENT**

BE IT ORDAINED, by the Cook County Board of Commissioners, that Chapter 2 Administration, Article V Departments and Similar Agencies, Division 4 Bureau of Technology, Sections 2-460 through 2-463 of the Cook County Code is hereby enacted as follows:

Sec. 2-460. Cook County Bureau of Technology.

The Cook County Bureau of Technology is headed by the Cook County Chief Information Officer. The Chief Information Officer shall be responsible for the management and direction of the Bureau of Technology and shall be responsible to review and approve County-wide technology planning and policy as well as the technological infrastructure required among each of the County agencies and offices of the separately elected Cook County officials. In determining County-wide technology planning and policy as well as the required technological infrastructure, an Information Technology Collaborative Board and Information Technology Investment Board shall be established.



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Sec. 2-461. Cook County Information Technology Collaborative Board.

(a) *Purpose.* The Cook County Information Technology Collaborative Board (“IT Collaborative Board”) shall assist in Cook County information technology strategy and governance. The IT Collaborative Board will assist in developing and implementing Cook County’s enterprise information technology strategy. The primary focus of the IT Collaborative Board will be on optimizing information technology investments through cross-agency collaboration. This will include development of and adherence to enterprise information technology architecture standards governing information technology hardware, software, information security, remote access and hosting, systems integration, and shared services. The IT Collaborative Board will have four work groups that will develop strategic plans to advance business efficiencies and public value in the following areas:

- (1) Integrated justice systems; and
- (2) Integrated property systems; and
- (3) Integrated health systems; and
- (4) Integrated business systems.

a. *Board Constitution.* The IT Collaborative Board shall be headed by the Cook County Chief Information Officer and shall include, a representative of the Office of the President, a representative from each of the offices of the separately elected Cook County officials, and the CEO of the Cook County Health and Hospitals System or his or her designee and other members as determined by the Chief Information Officer.

Sec. 2-462. Cook County Information Technology Investment Board.

The Information Technology Investment Board (“IT Investment Board”) shall consist of the Cook County Chief Financial Officer and the Cook County Chief Information Officer. The IT Investment Board shall assist in determining the availability of financial and technical resources necessary to implement requested technology related projects and provide additional functions as required by this section.

Sec. 2-463. Cook County Information Technology Governance and Program Management.

(a) *Purpose.* The purpose of this section is to establish regulations governing the approval of and reporting on information technology projects in Cook County government, including those originating in departments under the purview of the Office of the Cook County Board President, the offices of other elected Cook County officials, and the Cook County Health and Hospitals System.

(b) The approval and reporting requirements set forth in this section will apply to any information technology project that exceeds \$100,000 in total cost, or any other information technology project that is identified by the Cook County Board of Commissioners, the IT Collaborative Board, or the IT Investment Board as being subject to these requirements. Projects subject to the requirements of this section include, but are not limited to: new, expanded, amended and enhanced information technology projects; sole

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source information technology projects; and professional services information technology projects.

(c) Cook County information technology governance may involve the input and collaborative decision-making of the following bodies:

- (1) the IT Collaborative Board; and
- (2) the IT Investment Board; and
- (3) the Cook County Health and Hospital System Board; and
- (4) the Cook County Information Technology Committee; and
- (5) the Cook County Board of Commissioners.

(d) Cook County information technology governance will consist of the following steps:

- (1) County Departments and Agencies, including the Cook County Health and Hospitals System, and the offices of the separately elected officials will submit information technology project requests to the Cook County Bureau of Technology Program Management Office (PMO), in a manner prescribed by the PMO. The PMO will review requests for completeness, and forward them to the IT Collaborative Board; and
- (2) The IT Collaborative Board will evaluate, rate, prioritize, and, where possible, make recommendations to merge or combine information technology project requests. The IT Collaborative Board will submit approved project requests to the IT Investment Board; and
- (3) The IT Investment Board will determine the availability of financial and technical resources necessary to implement requested IT projects, and will evaluate project costs and benefits, any applicable mandates, and the projected return on investment to Cook County. The IT Investment Board will provide its recommendation to the IT Collaborative Board, PMO and Using Department of Agency; and
- (4) Upon approval from the IT Collaborative Board and IT Investment Board, the information technology project may then be presented by the Using Department or Agency to the Cook County Board of Commissioners, or Cook County Health and Hospitals System Board for approval. The appropriate authorizing body may then approve, defer or deny the project request or may refer the matter to committee; and

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(5) County Departments and Agencies, including the Cook County Health and Hospitals System, and the offices of the separately elected officials will submit regular information technology project status reports to the PMO and the PMO will provide online project portfolio reporting that enables County Departments and Agencies, the authorizing bodies, and the public to monitor information technology project expenditures and outcomes.

(e) Information Technology projects exceeding \$100,000 in total cost must obtain the approval of the IT Collaborative Board and IT Investment Board prior to seeking authorization from the appropriate authorizing body.

Effective date: This Ordinance shall be in effect upon adoption.

***Referred to the Committee on Technology on April 20, 2011.**

312366

ESTABLISHMENT OF THE COOK COUNTY OPEN GOVERNMENT PLAN (PROPOSED ORDINANCE). Submitting a Proposed Ordinance sponsored by Toni Preckwinkle, President and John A. Fritchey, County Commissioner and Co-sponsored by Bridget Gainer, Elizabeth "Liz" Doody Gorman, Gregg Goslin, Timothy O. Schneider, Peter N. Silvestri, Larry Suffredin and Jeffrey R. Tobolski, County Commissioners.

PROPOSED ORDINANCE

ESTABLISHMENT OF THE COOK COUNTY OPEN GOVERNMENT PLAN

WHEREAS, Cook County is committed to creating an unprecedented level of openness in County government; and

WHEREAS, it is the desire and intention of the Cook County Board of Commissioners to have County officials work together with the public to ensure open and effective government; and

WHEREAS, through the establishment of an Open Government Plan, Cook County will institute a system of transparency, public participation, collaboration and accountability; and

WHEREAS, such public participation and involvement will engage more minds, which in turn shall generate dynamic feedback and innovative ideas; and

WHEREAS, the online provision of public data in an accessible format would be instrumental in helping to encourage cooperation and technological advancement; and

WHEREAS, it is in the best interest of Cook County to pursue efficiency through the Open Government Plan so as to create economic opportunities, increase transparency, use new technologies to the County's advantage, and eliminate wasteful redundancy; and

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WHEREAS, within 90 days, the County shall issue, through separate guidance or as part of, or in collaboration with, any planned comprehensive management guidance, a framework for how the County can use challenges, prizes, and other incentive-backed strategies to find innovative or cost-effective solutions to utilizing or improving open government; and

WHEREAS, these objectives all work towards the overarching goal of ensuring that taxpayer dollars are spent efficiently and Cook County government fosters public trust.

NOW, THEREFORE, BE IT ORDAINED, by the Cook County Board of Commissioners, that Chapter 2, Article 1, Sec. 2-5 of the Cook County Code is hereby enacted as follows:

Sec. 2-5. Open Government Plan

Purpose. In order to increase transparency, accountability, and informed public participation, and to create economic development opportunities, Cook County (“County”) departments and agencies, including the offices of the separately elected County officials (“County Officials” or “County Agency”) shall expand access to information, by making certain information available online in a machine-readable, open format, that can be retrieved, downloaded, indexed, sorted, searched, and reused by commonly used Web search applications and commonly used open format software that facilitate access to, and the reuse of, such information.

Website. In not less than 90 days, the Cook County shall establish www.OpenCC.info, a common website that shall serve as the source for countywide and departmental activities related to this Open Cook County Initiative (the *Website*). County Officials shall use their best efforts to publish information to the Website, including, but not limited to: revenue, spending and procurement information; crime and health statistics; contracts with private firms; policies or procedures; and other data or information commonly requested pursuant to the Freedom of Information Act (FOIA) in a format consistent with the standards set forth herein.

Schedule. Inasmuch as timely and consistent publication of information is an essential component of open government, the County shall develop schedules for making information available to the public and indicating when such information is updated.

With respect to County information and data, the presumption shall be in favor of openness, to the extent permitted by law and subject to valid privacy, confidentiality, security, or other restrictions and exemptions afforded under FOIA or other applicable federal, state or local laws. Where practicable, County Officials shall publish all data that is not subject to valid exemptions provided under FOIA as well as privacy, security, or privilege limitations or that is not otherwise made available by the County pursuant to other initiatives.

Within 120 days, each County Agency shall create a catalog of its public information. The catalog shall be accessible through this Open Cook County Initiative Website.

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The catalog shall indicate:

- (1) If the information is publicly-accessible; and
- (2) The date of when the information was made publicly-accessible; and
- (3) The date the information was last updated; and
- (4) If the information is from a primary source or has been aggregated or modified; and
- (5) If the information is restricted by any license or privacy restrictions.

Within 120 days, each County Agency shall identify and publish to the Website, in an open format, the data listed in its catalog of its public information that is readily available and that is available online, which shall in any event, consist of at least three high-value data sets or other types of previously non-publicly accessible information.

The Website shall additionally include a mechanism that shall allow for the public to provide feedback to the County on, and assess the quality of, published information. This mechanism shall additionally allow for recommendations from the public to the County of other information to consider prioritizing for publication.

Each County Agency shall engage in its best efforts to respond to public feedback received via the Website on a regular, timely basis. Responses to such public feedback may include descriptions of actions taken, or reasons for not taking action, based on such public feedback received.

Each County Agency shall publish every FOIA request in an open format on the Website, unless a request is subject to valid privacy, security, or privilege limitations. If a request is subject to limitation, there shall be a redacted version of the request released that discloses the nature of the request, but not the specifics of the request. Each FOIA request shall be listed in conjunction with the status of the request and whether such request has been fulfilled.

Where deemed appropriate, the County may assert or establish any licensure or use restrictions for information provided on the Website.

Within 120 days, each County Agency shall develop and publish an Open Government Plan (“Plan”) that shall describe how each department will enhance and develop transparency, public participation, and collaboration. The Open Government Plan shall describe steps the County Agency will take to conduct its work more openly and to publish its information online. The Plan shall describe how the County Agency is currently meeting its legal information dissemination obligations under FOIA and how the County Agency plans to create more access to information and opportunities for public participation.

The Open Government Plan shall describe steps the County shall take to enhance and expand its practices to further cooperation among County Agencies, other governmental agencies, the public, and non-profit and private entities in fulfilling the goals and objectives of the County. The Plan shall include specific details about:

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- (1) Proposed changes to internal management and administrative policies to improve collaboration; and
- (2) Proposals to use technology platforms to improve collaboration among employees and the public; and
- (3) Descriptions of and links to appropriate websites where the public can learn about existing collaboration efforts; and
- (4) Innovative methods, such as prizes and competitions, to obtain ideas from, and to increase collaboration with, the public, as well as those in the private sector, non-profit, and academic communities.

Within 45 days, the President shall establish a working group that focuses on transparency, accountability, public participation, and collaboration within County government. This group, with senior level representation from other County Agencies, shall serve several critical functions, including:

- (1) *Transparency Forum.* The working group shall provide a forum to share best practices on innovative ideas to promote transparency. This shall include system and process solutions for information collection, aggregation, validation, and dissemination; and
- (2) *Participation and Collaboration Forum.* The working group shall provide a forum to share best practices on innovative ideas to promote participation and collaboration, including how to experiment with new technologies, take advantage of the expertise and insight of people both inside and outside of County government, and form high-impact collaborations with researchers, the private sector, and the public; and
- (3) *Public Input Forum.* The working group shall provide a forum for developing resolutions to issues in accordance with Sec. 2-5(h) herein.

Within 120 days, the Chief Information Officer shall review existing County policies to identify impediments to open government and to the use of new technologies and, where necessary, issue clarifying guidance and/or propose revisions to such policies, to promote greater openness in government.

Any clarifying guidance and/or proposed policies related to this Open Government Directive shall be available through the County's Open Government Website.

Effective Date: This Ordinance shall be in effect immediately upon adoption.

***Referred to the Committee on Technology on April 20, 2011.**



Matthew B. DeLeon, Secretary

Chairman:

Fritchey

Vice-Chairman:

Gorman

Members:

Butler, Daley, Garcia, Goslin, Schneider, Silvestri, Steele